

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**           **CODE ENFORCEMENT OFFICER II**

**DEPARTMENT:**   **BUILDING**

**BASIC FUNCTION:**

Under general supervision, to perform field investigation and office work to enforce and ensure compliance of occupancy, zoning, sign, vehicle abatement, building and housing codes and other ordinances; to assist in the training and supervision of lower-level code enforcement officers; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class are normally filled by advancement from the lower grade of Code Enforcement Officer I, or, when filled from the outside, require prior code enforcement experience. The Code Enforcement Officer II class is assigned the full range of code enforcement duties. Incumbents work independently, scheduling their own work within required time frames to meet objectives. Problems are resolved in keeping with codes and City policies; assistance or direction from the supervisor may be requested when sensitive issues are involved. The Code Enforcement Officer II assists in the training and supervision of lower-level officers, assigning and reviewing work for completeness and accuracy as required.

**KEY RESPONSIBILITIES:**

Perform office and field investigative work in the enforcement of City codes, ordinances, and abatement regulations.

Provide information to property owners, tenants, and the general public through individual contact in the field, over the counter, and by telephone.

Address and resolve complaints regarding enforcement and compliance.

Initiate and respond to criminal/civil complaints.

Prepare and maintain inspection files, records, and logs.

Write letters and prepare notices of violation regarding matters being investigated.

Coordinate actions with other departments in the enforcement of code violations when necessary.

Testify when necessary in hearings and court proceedings, and follow-up to ensure compliance.

Conduct field investigations for compliance with codes.

**REPORTING RELATIONSHIPS:**

This position reports to a Principal Building Inspector and/or the Community Development Director.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:**

Ordinances pertaining to zoning, occupancy, sign, vehicle abatement, building and housing codes, and other ordinances.

Procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.

Principles and practices of municipal zoning and land use.

**Ability to:**

Apply procedures and techniques involved in the investigation, documentation, and enforcement of ordinances, codes, and regulations.

Read, properly interpret, and make decisions pertaining to laws, regulations, and policies.

Photograph violations being investigated.

Deal with the public tactfully, yet firmly.

Establish and maintain cooperative relationships with those contacted in the course of work.

Communicate clearly and concisely, orally and in writing.

Access information from computer files.

Understand and carry out oral and written instructions.

**EXPERIENCE AND EDUCATION:**

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is two years of increasingly responsible experience performing code compliance work.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain a Class C California Driver's License. May be required to work after hours and weekends.

DATE APPROVED: 11/14/90